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### Major Conclusions

#### 1. Number and Types of Employees

With one exception, the various embassies contacted employ American personnel primarily in stenographic, clerical, and maintenance positions. There is considerable variation as to the relative number of Americans so employed. The British Commonwealth nations make considerable use of Canadians.

#### 2. Base Pay

There are two distinct practices followed in fixing base pay:

- (a) Four countries (Brazil, Greece, Sweden, and Turkey) pay American personnel and their own people on the same scale. This scale includes a basic salary established for the Foreign Service of the particular country plus a cost of living factor which adjusts the basic scale to living costs in Washington.
- (b) Three countries (Great Britain, India, and the Philippines) fix base pay on a prevailing rate basis, with particular reference to salaries paid by the Federal Government for similar work.

#### 3. Reason for Employment of Americans

Americans are employed for a combination of reasons, including language facility, knowledge of the local scene, the fact that the Foreign Service of the country concerned is in a developmental stage, and in some instances for reasons of economy.

#### 4. Vacation and Sick Leave

There is considerable variation with respect to leave benefits. In fact, vacation leave benefits differ for each country. None of the systems are identical to the present Federal leave system, although in several instances some parallels can be drawn with U.S. practice, particularly as regards sick leave.

#### 5. Periodic Increases

There is no standard practice followed as regards periodic increases. Only three countries--Great Britain, India, and Sweden--have a formal plan, the two Commonwealth nations apparently following U.S. practice. In three instances such increases are discretionary with the Chief of Mission within the limit of available funds.

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6. Pension Benefits

None of the countries provide standard retirement benefits as such. In the case of Sweden, an employee with 25-30 years of service would usually be granted a pension by special act of Parliament.

7. Special Bonuses

None of the countries appear to pay local employees special bonuses, such as a Christmas bonus. It may be noted this is in accord with prevailing practice in the Federal Service.

8. Severance Pay on Separation

The general pattern is that local employees are hired on a monthly contract basis and are thereby entitled to 30 days notice, or equivalent salary if notice is not given, on termination. In addition, it would appear that employees generally are paid for accrued annual leave.

In the case of Greece, the Chief of Mission may, in his discretion, pay up to two month's salary.

In the case of Great Britain, employees with 7 or more years of service who retire because of age, health, or similar reasons receive two weeks' pay for each year of service. (It is presumed that this payment is made in lump sum, and not in the form of a retirement annuity.)

9. Holidays

General practice is to grant American and regular personnel all legal American holidays and all, or the major holidays of the foreign country concerned.

10. Relation to U.S. Social Security

None of the countries contribute to the U.S. Social Security System for American personnel.

11. Overtime

No standard practice is observed with respect to overtime pay. Only two countries provide for cash payment, one at a flat rate of \$2.00 an hour and the other at double time.

12. Other

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12. Other Benefits

Local employees enjoy certain immunity from judicial process.

Sweden provides liberal medical benefits for local employees.

Great Britain provides a special allowance for split-shift work and for relatively higher responsibility within the same job classification.

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